

## **M I N U T E S**

### **PRINCIPAL STAFF MEETING Monday, October 2, 2006**

**Rick Heaslip, Facilitator**

**Present:** Bill O'Donnell  
Herb Andrick  
Dick Judy  
Rick Heaslip  
Charlotte Wertz  
Steve Carpenter  
Ron Bricker  
Louis Aspey  
Diana Doerr

**Present by Phone:**  
Greg Kist  
Greg Stone  
Pat Bowen  
Truman Wolfe  
Belinda Withrow

**The meeting was called to order by Rick Heaslip at 7:55 a.m.**

#### **TRUMAN WOLFE**

**Truman reminded everyone of the upcoming Conservation District Legislative Banquets. It is his understanding that NRCS has assigned Principal Staff to attend each of these Banquets.**

**Tygarts Valley Conservation District is working on a local tour of Elk Water Fork Watershed with a tentative date of October 19, 2006.**

**Truman reported on upcoming meetings:**

- **WVSCC meeting - October 17, 2006**
- **WVACD meeting - October 23, 2006**
- **Annual Partnership Meeting - October 23-27, 2006**

#### **HERB ANDRICK**

**Reviewed two (2) new Bulletins:**

- **WV300-7-1-relates to new changes in ProTracts with the contract numbering system. In addition, History is now available for individual contracts and letters.**
- **WV300-7-2-relates to Local Work Group (LWG) activities-asking the LWGs to review their resource concerns, cost list and note the new rates of 50% cost share. Please look at the practice cost list and remove any items not needed for that LWG. LWG information is due to the State Office November 9, 2006.**

**JR Wolfe and Herb will be attending the South Area Meeting and on to the Greenbrier Valley CD Banquet on October 4, 2006.**

**BILL O'DONNELL**

Reminded Principal Staff to send their FY-07 Business Plan items to Leonard as soon as possible. The deadline has passed, just asking for major items for the plan not everything you work on in your area.

Ron Hilliard asked him to remind those who are associated with the State Office CFC campaign to get your donations to Carol Lagodich as soon as possible if you are planning to contribute.

Peg Reese asked him to remind everyone to look for more volunteers with hopes of increasing our hours for FY-07. If you plan to have volunteers working on NRCS computers we are now required to complete a background check.

Bill asked the ASTC-FO and Principal Staff to print out the field measures from the Dashboard program and provide him with a justification to items over 110% in order to prepare a report for Ron Hilliard to sign and submit to NHQ by this Friday.

ABC training is scheduled for:

Parkersburg – Oct. 3, 2006

Morgantown – Oct. 4, 2006

Beckley – Oct. 5, 2006

**GREG STONE**

Working on ranking criteria for the Knapps Creek project to assist with choosing sites. A letter went out to all landowners notifying them of the signup period. To date we have approximately 75% of the local landowners signed-up. We will follow-up on Tuesday to finalize the ranking criteria.

Greenbrier Valley CD and Southern CD have joined to provide a solar pump demonstration. Thanks to Truman for providing the support to the CDs on this effort.

Don Dodd, Danny Miles and Laura Davis will leave for Louisiana October 15, to assist with flood work.

**GREG KIST**

Completing performance appraisals, performance plans, and awards to submit to the State Office by the required due date.

As Bill O'Donnell just mentioned we are conducting ABC Training this week.

**PAT BOWEN**

Completing performance appraisals, performance plans, and awards to submit to the State Office by the required due date.

Pat will be attending a meeting tomorrow with Steve Hanna, Deputy Commissioner of Agriculture in regards to the Farm and Ranchland Protection Program.

**DICK JUDY**

The Fall Engineering Tour begins next week; we will have people from states throughout the east region attending. We will start the tour on:

- Tuesday – North Fork Hughes River and back to Bridgeport
- Wednesday – Elk Water Fork and on to Knapps Creek
- Thursday – Eastern Panhandle area and Lost River sites
- Friday – Conclude

**LOUIS ASPEY**

Approximately a dozen people attended the public meeting for Lost River #16. We are on schedule and will continue to proceed.

**RON BRICKER**

Reminded everyone to review the National Bulletin sent out last week regarding Time Sheets. Supervisors will have to certify time sheet before transmitting to NFC. All employees must have a supervisor assigned to them. Please check all employees in your area of responsibility to make sure they do have a supervisor assigned.

Greg Kist asked if we could get together to set up some consistency throughout the state for certifying time sheet. Bill O'Donnell said we could work on this sometime next week.

Ron reported on the salary budget this will be sent out to Principal Staff this week. Please go over every employee, their assigned charges and convey this to the employees. We have had some employee's state that they did not know they were to charge time to certain items.

We can charge time to WRP, EQIP, WHIP and CSP. We do not have any authority to charge time to AMA, CRP, or GRP until we receive notice from NHQ.

We have no allowance yet, we will continue to operate with the continuing resolution.

Meeting adjourned.